Iowa Eligibility Application Direct Certification *hawk-I* Verification Overview: Focus on Direct Certification

Nancy Christensen, Consultant
Nutrition, Health, and Transportation Services

Direct Certification

- Paper system
  - For kids who are not matched using electronic method
  - Fewer than 20% of all kids will get a letter
- Electronic methods
  - Available for ALL schools (public and non-public)

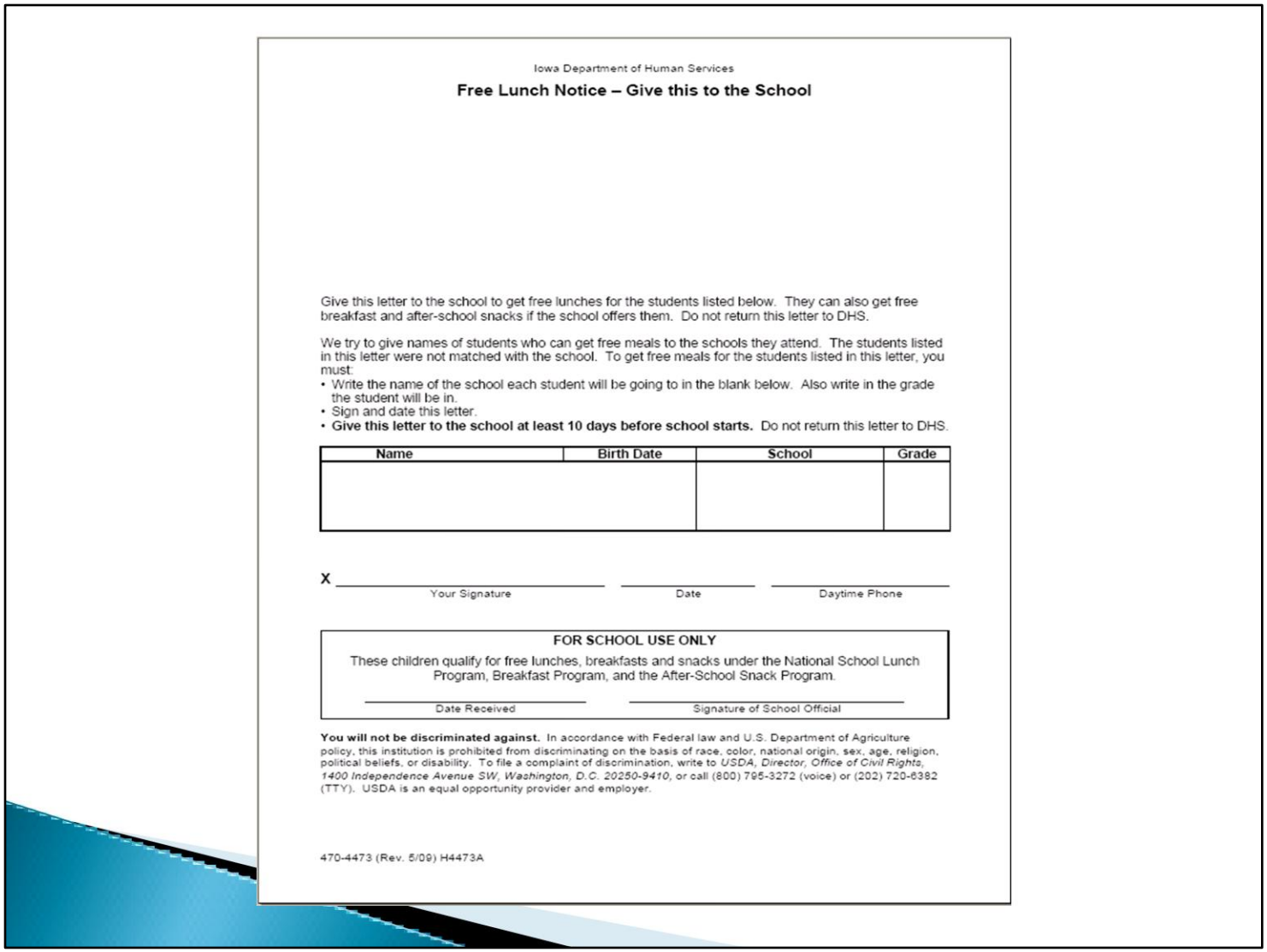
Paper process

- ONE letter this year
- Only children who have not been matched in the electronic process
- In English, unless the household has notified DHS that they prefer communication in Spanish
- Will NOT include SSN this year

Paper forms processing

- MUST be signed by parent
- Grades and schools are optional
- NO WRITE-INS!!!

May be questions from households with some kids matched and others on paper letters



Iowa Department of Human Services

Free Lunch Notice – Give this to the School

Give this letter to the school to get free lunches for the students listed below. They can also get free breakfast and after-school snacks if the school offers them. Do not return this letter to DHS.

We try to give names of students who can get free meals to the schools they attend. The students listed in this letter were not matched with the school. To get free meals for the students listed in this letter, you must:

- Write the name of the school each student will be going to in the blank below. Also write in the grade the student will be in.
- Sign and date this letter.
- **Give this letter to the school at least 10 days before school starts.** Do not return this letter to DHS.

Name	Birth Date	School	Grade

X _____ _____ _____

Your Signature | Date | Daytime Phone

FOR SCHOOL USE ONLY

These children qualify for free lunches, breakfasts and snacks under the National School Lunch Program, Breakfast Program, and the After-School Snack Program.

_____ _____

Date Received | Signature of School Official

You will not be discriminated against. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410*, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

470-4473 (Rev. 5/09) H4473A

ONLY ONE LETTER THIS YEAR!

Electronic Direct Certification

- Matching process with lists
  - Actual matches
  - Potential matches
- ELookUp

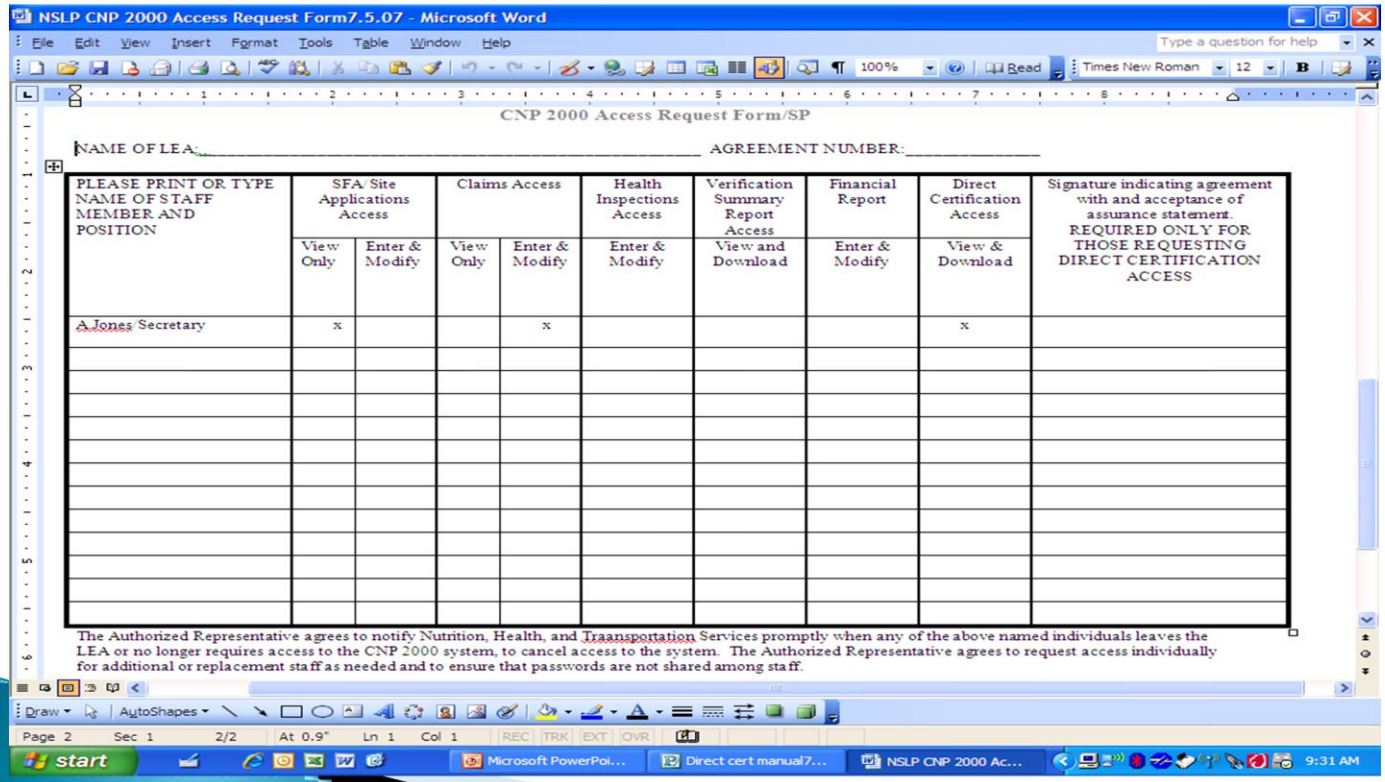
Lists available for schools making reports to EASIER: all public schools, some non-public schools. ELookUp available for ALL schools

Where the data comes from …

- Project EASIER: your district student information data submitted to DE
- DHS Food Assistance and FIP files: names of children who receive benefits

For the lists, the data bases of EASIER and DHS are compared. For ELookUp, a modified database from DHS files is provided.

First Step…a new password



On the form download section of the CNP 2000

Login and Password Format

- 1AR12340000

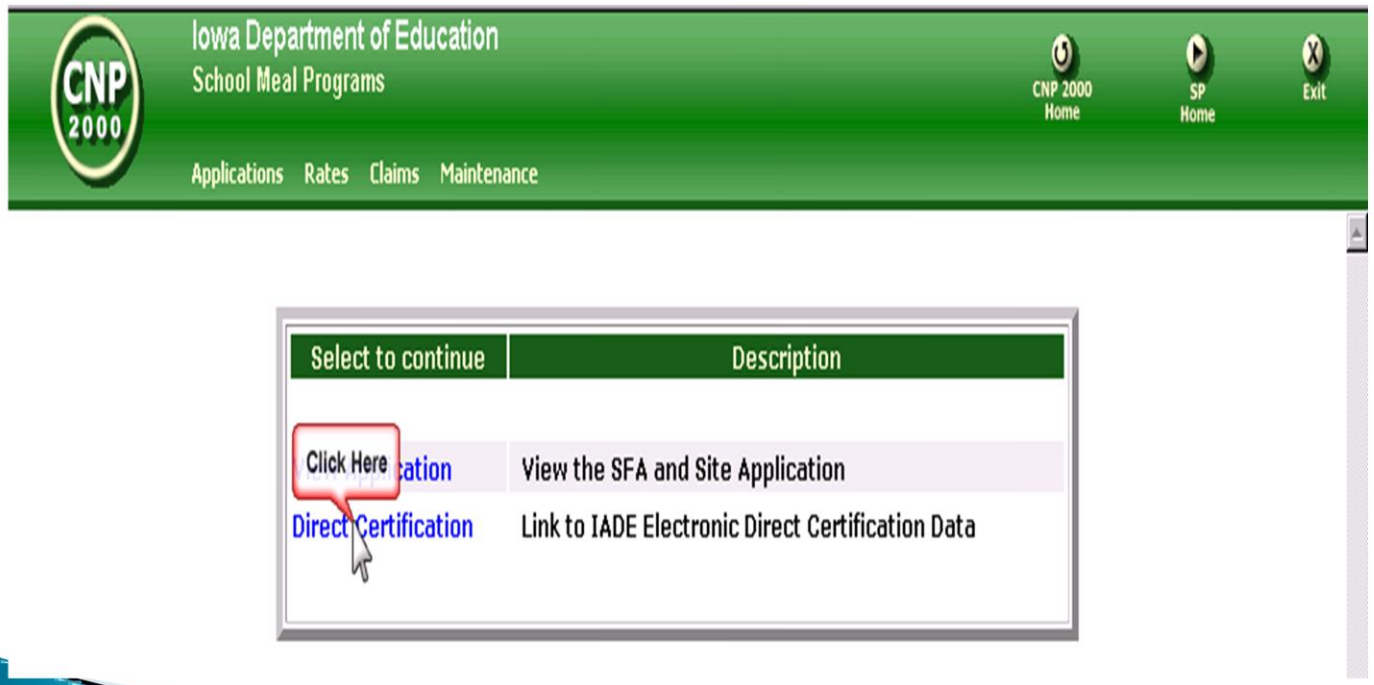
- UPPER CASE
  - 1AuthRep@ or 1Reset@
  - Both case sensitive

Lists

- Available to all public schools and non-public schools that submit data to EASIER
- Based on LAST YEAR'S enrollment on the last day of school
  - This means the grades will be off by one year
  - NOT REAL TIME DATA

Accessing the data

If you have permission to access the files…

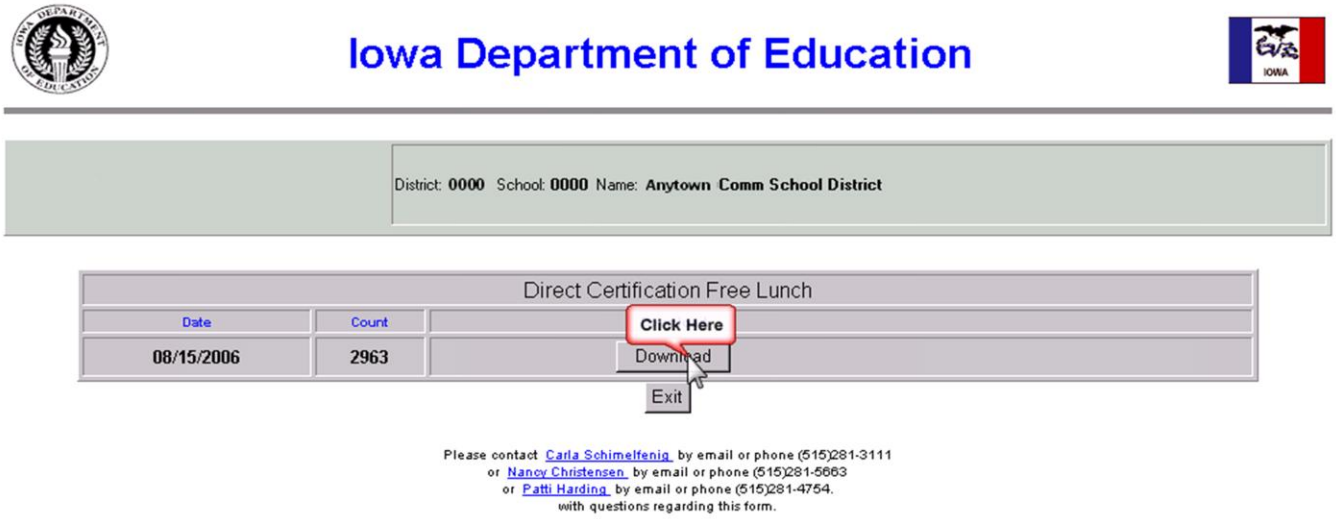


Be sure to select the correct year

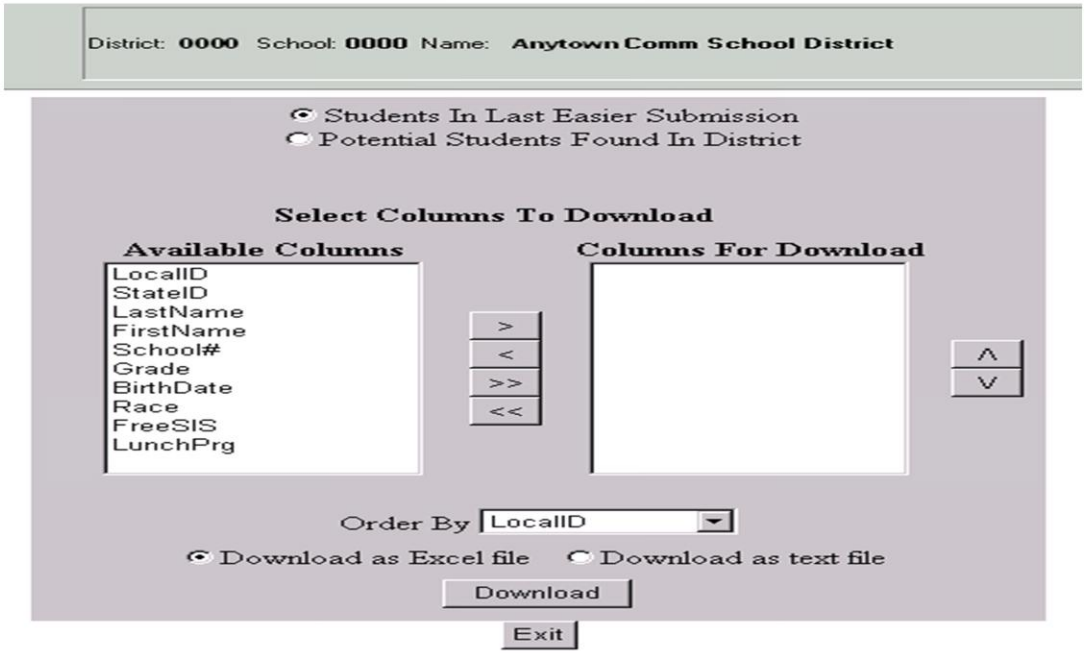
Select…

Iowa Department of Education
School Meal Programs
CNP 2000
CNP 2000 Home
SP Home
Exit
Applications
Rates
Claims
Maintenance
School Meal Program Direct Certification
School Year: 2007
Agreement Number
SFA Name
00000001
Anytown Comm School District
Click Here
Select

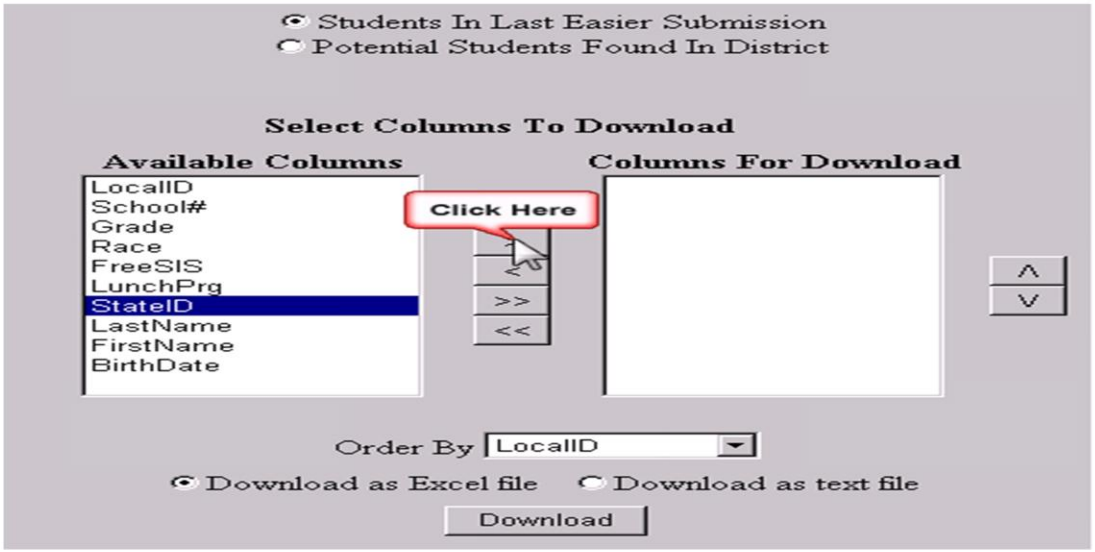
Moving to the DE secure site



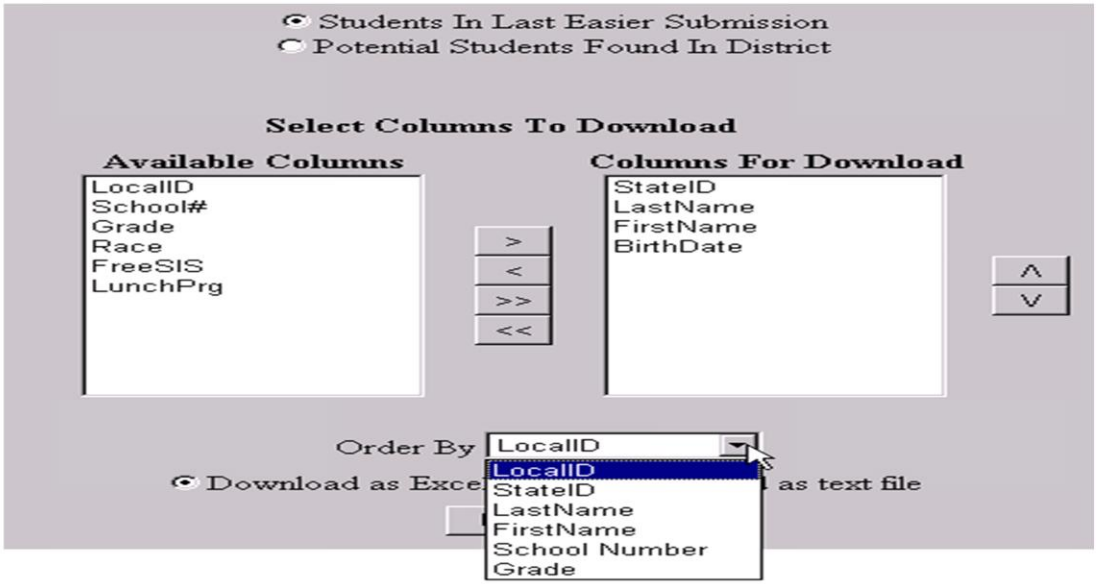
Selecting


District: 0000 School: 0000 Name: Anytown Comm School District
Students In Last Easier Submission
Potential Students Found In District
Select Columns To Download
Available Columns
LocalID
StateID
LastName
FirstName
School#
Grade
BirthDate
Race
FreeSIS
LunchPrg
>
<
>>
<<
Columns For Download
^
v
Order By LocalID
Download as Excel file
Download as text file
Download
Exit

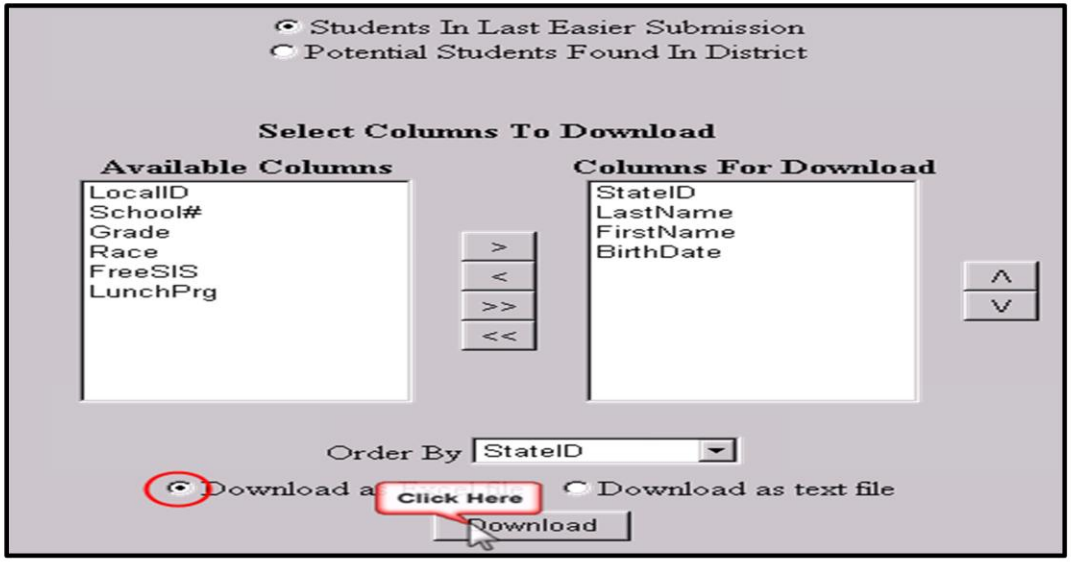
Selecting data elements



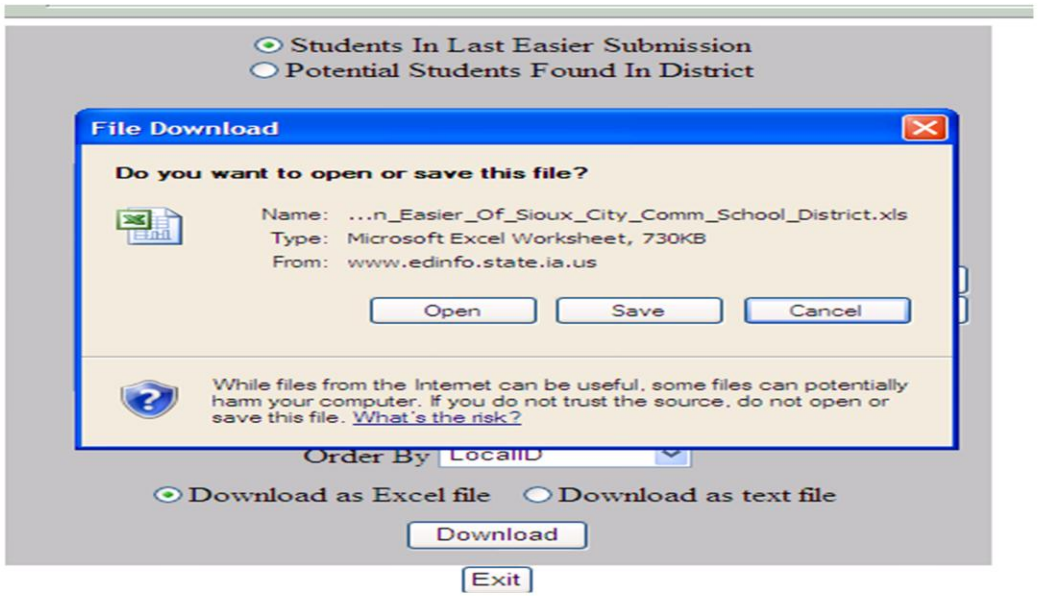
Sorting the data



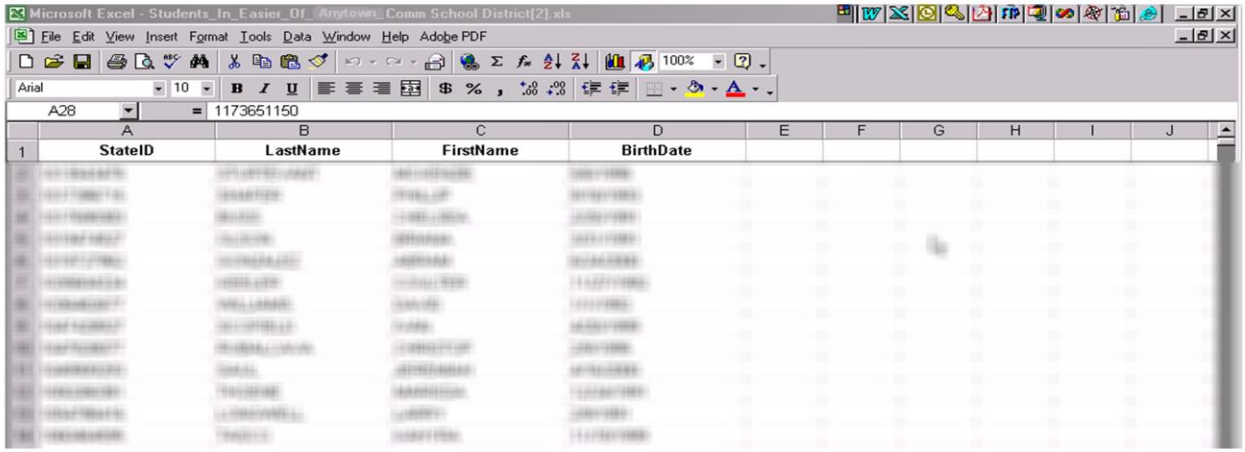
Downloading



Opening or saving



The Excel file

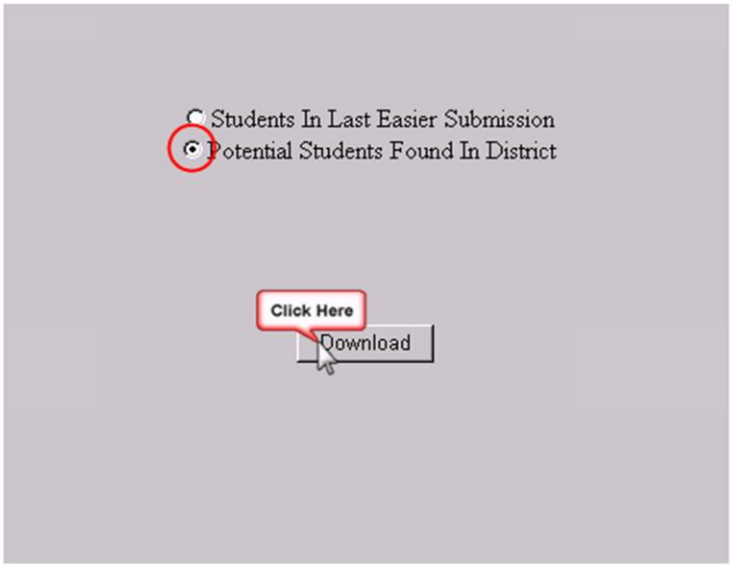


Who are "potential" students?

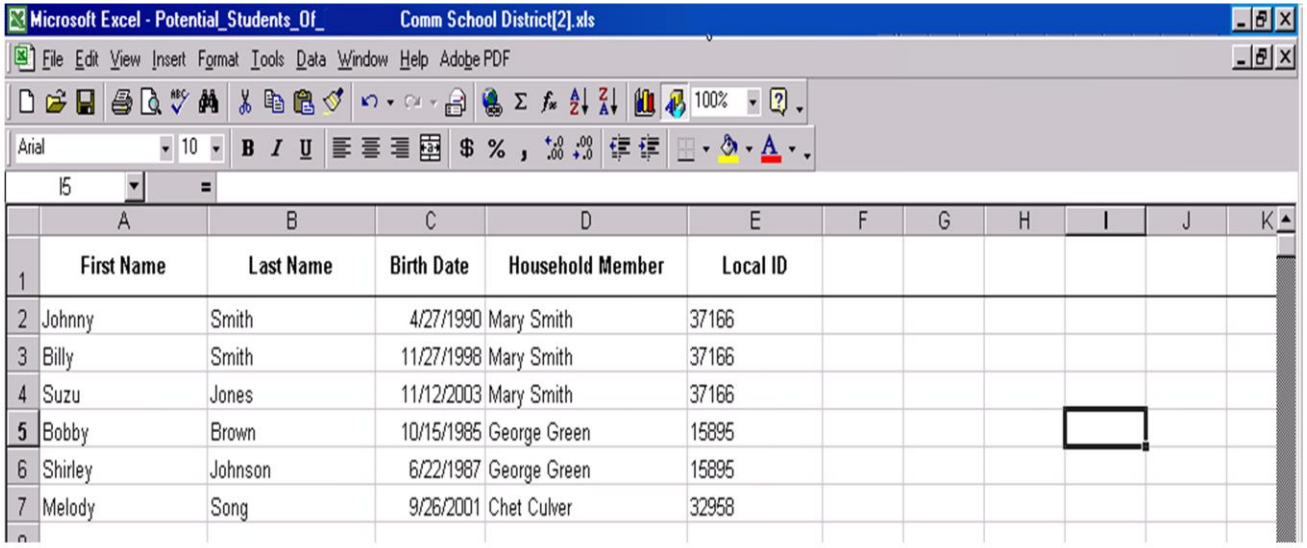
- Children who were not enrolled in your school last year
- BUT share a case number with a student who WAS enrolled last year
- Can be very young children or kids who have graduated

This is how to identify new kindergarten students or preschoolers.

Potential students…



Only available as Excel

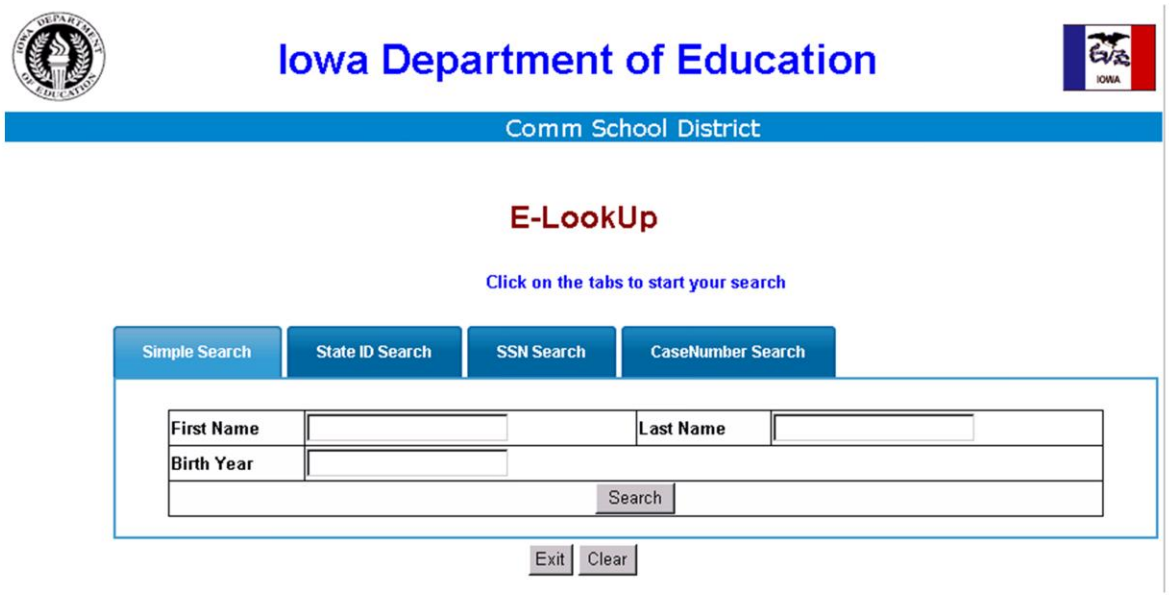


	First Name	Last Name	Birth Date	Household Member	Local ID
2	Johnny	Smith	4/27/1990	Mary Smith	37166
3	Billy	Smith	11/27/1998	Mary Smith	37166
4	Suzu	Jones	11/12/2003	Mary Smith	37166
5	Bobby	Brown	10/15/1985	George Green	15895
6	Shirley	Johnson	6/22/1987	George Green	15895
7	Melody	Song	9/26/2001	Chet Culver	32958

Examples

	First Name	Last Name	Birth Date	Household Member	Local ID
2	Johnny	Smith	4/27/1990	Mary Smith	37166
3	Billy	Smith	11/27/1998	Mary Smith	37166
4	Suzu	Jones	11/12/2003	Mary Smith	37166
5	Bobby	Brown	10/15/1985	George Green	15895
6	Shirley	Johnson	6/22/1987	George Green	15895
7	Melody	Song	9/26/2001	Chet Culver	32958

Simple Searches

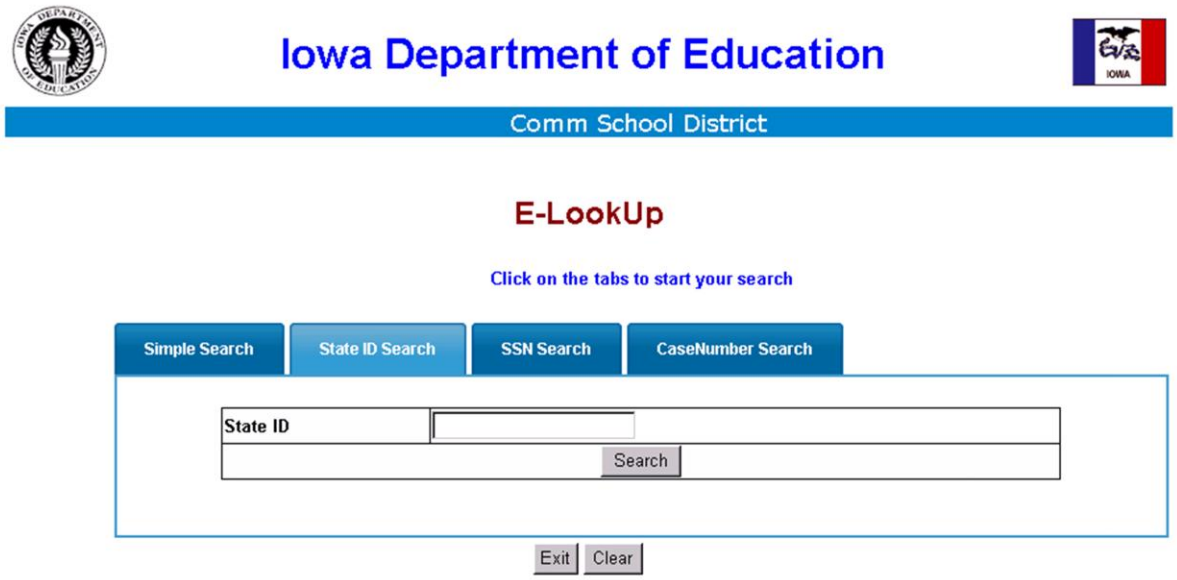


ELookUp available to all schools. This is the only method for non-public schools that do not submit data to EASIER.

When do you use the simple search?

- When registering a new student
- When parents advise you that the student receives FIP or Food Assistance but they don't have a number
- To check on a sibling who is not on a paper letter
- May give you MANY students to sort through

State ID Searches

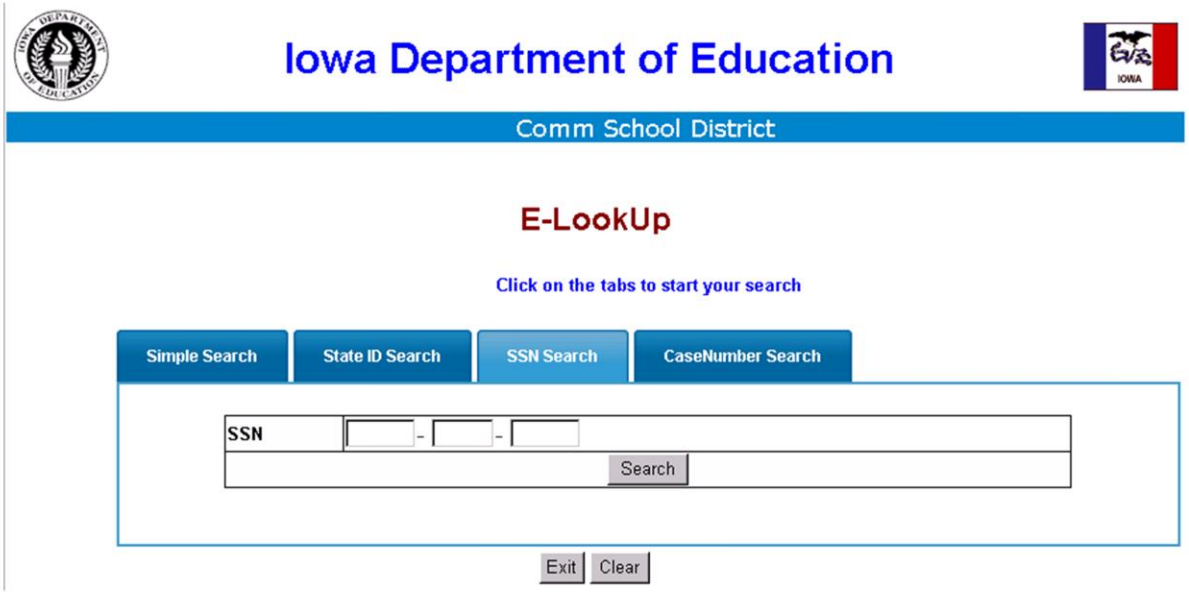


When do you use the State ID search?

- When registering a new student and you have the state ID
- When the student is registered using a nickname
- Will give you ONE student only if matched

Most useful for transferring students

SSN Search

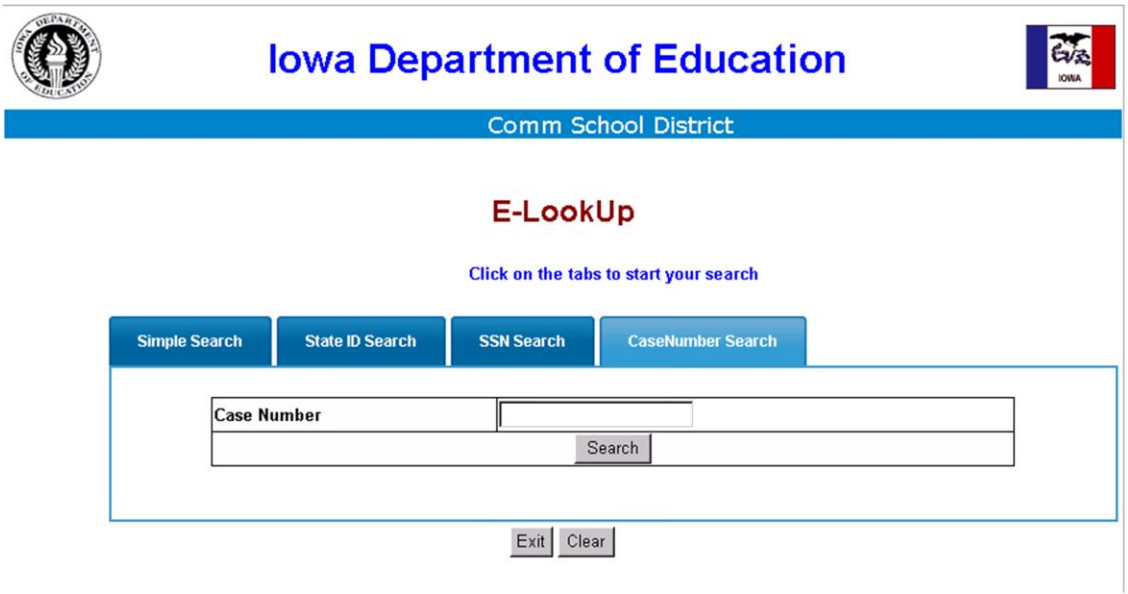

Iowa Department of Education
Comm School District
E-LookUp
Click on the tabs to start your search
Simple Search
State ID Search
SSN Search
CaseNumber Search
SSN
Search
Exit
Clear

When do you use the SSN match?

- When you are registering a new student and you have the SSN
- When the parents provides the SSN
- Will produce ONE student if matched

Remember that SSNs are not required for school business.

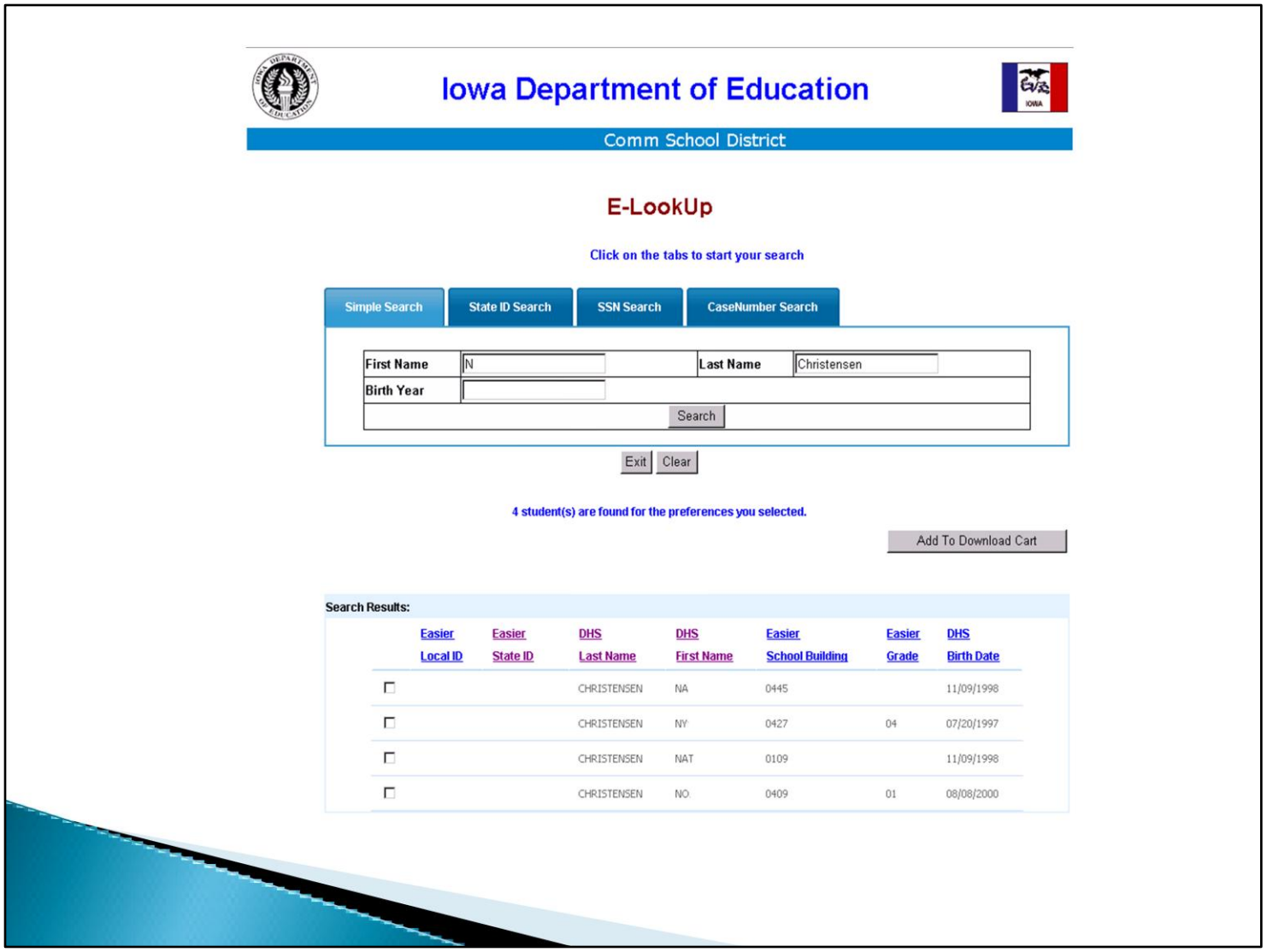
Case Number Search

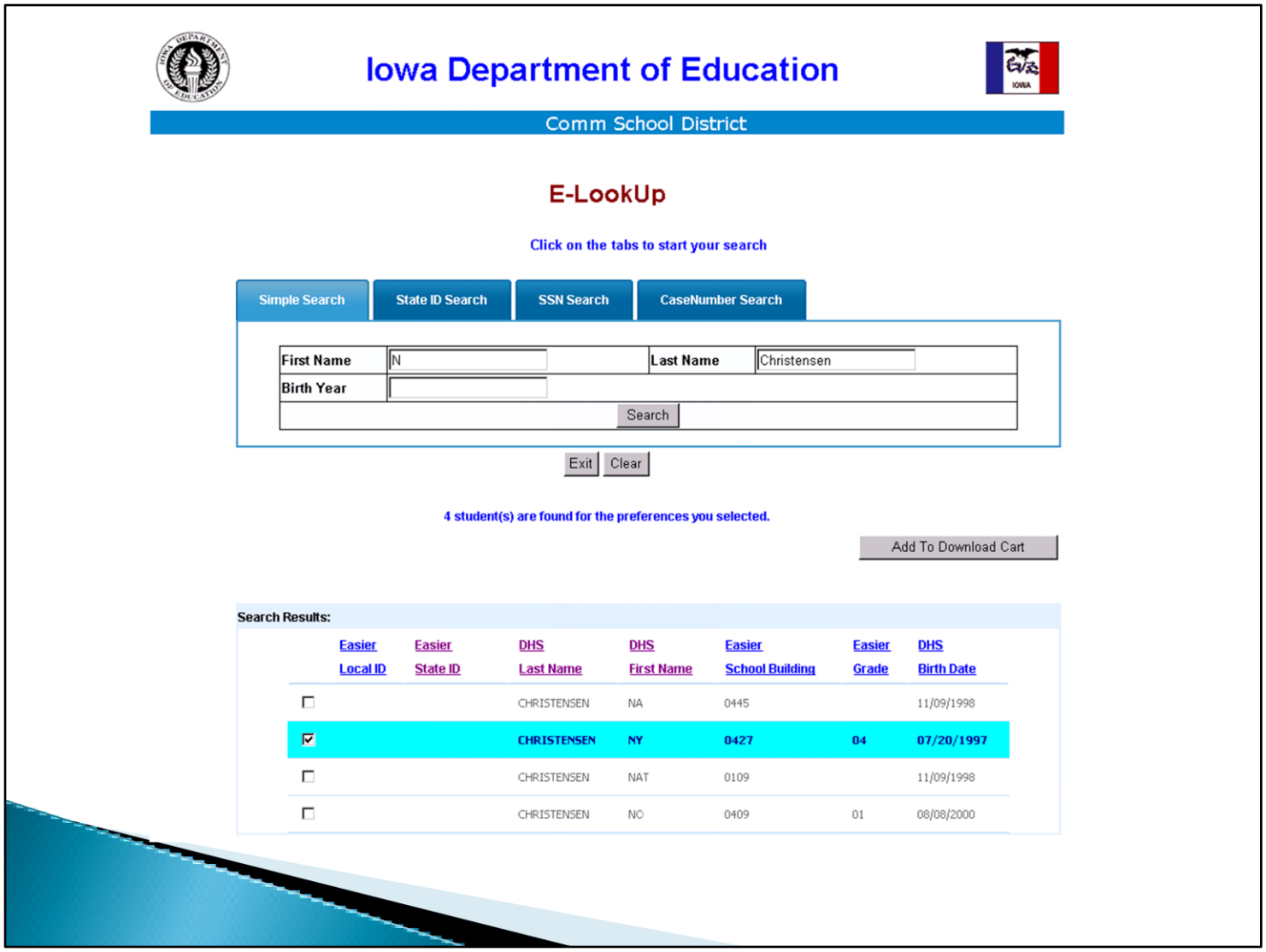


Useful to locate all kids on one case number. Case numbers come from the Notice of Decision or the lower right hand corner of paper letters.

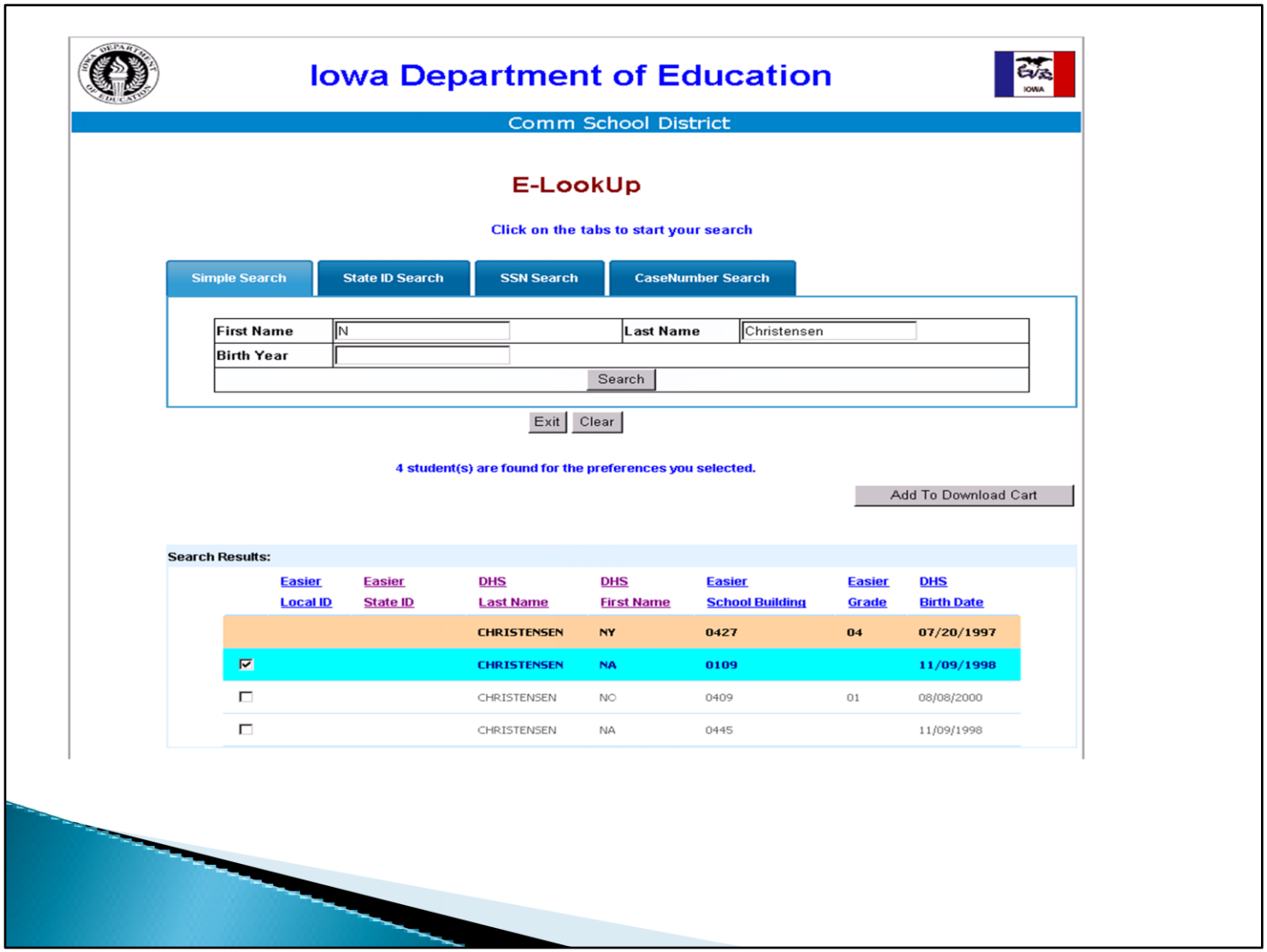
When do you use the case number match?

- When the parent produces a letter of direct certification but tells you all her children are not listed there
- When you are doing direct verification
- Will provide the names of all kids on that case number

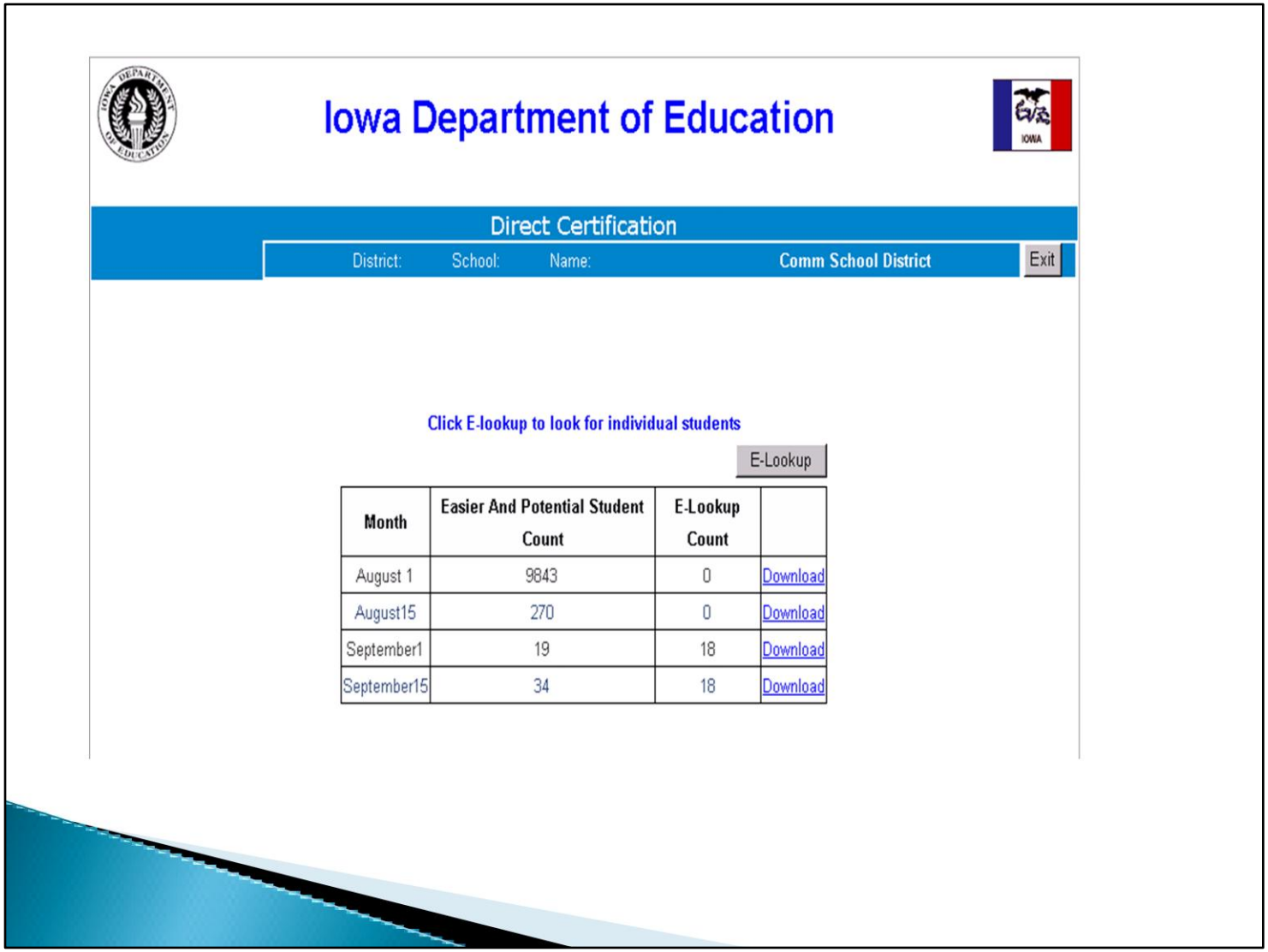

Iowa Department of Education
Comm School District
E-LookUp
Click on the tabs to start your search
Simple Search
State ID Search
SSN Search
CaseNumber Search
First Name
N
Last Name
Christensen
Birth Year
Search
Exit
Clear
4 student(s) are found for the preferences you selected.
Add To Download Cart
Search Results:
Easier Local ID
Easier State ID
DHS Last Name
DHS First Name
Easier School Building
Easier Grade
DHS Birth Date
CHRISTENSEN NA 0445 11/09/1998
CHRISTENSEN NY 0427 04 07/20/1997
CHRISTENSEN NAT 0109 11/09/1998
CHRISTENSEN NO 0409 01 08/08/2000



The aqua color student is the one you know is “yours.”



The tan colored student has already been selected by your district or another district. Exercise some caution here to be sure the student in the one you think you want.



To check your downloads, go back to this screen. Click download.

Web Addresses

- DE website:

http://www.iowa.gov/educate/

Click on Nutrition on the left

- CNP 2000 website: https://www.edinfo.state.ia.us/CNP/AppChoice.asp

Email for passwords

- Forgotten passwords, that is…
- CNP2000@iowa.gov

Contact E-Mail addresses and phone numbers

- Main number
  515-281-5356
- Nancy Christensen, Consultant
  nancy.christensen@iowa.gov
  515-281-5663
- Or your area consultant